

**Job Title: PROJECT MANAGER****Department/Office:** Hopi Emergency Medical Services**Reports To:** EMS Director**Salary / Hourly Range:** 64**Job Classification Code:** 8601**Level of Background Check:** 1B**Status:** EXEMPT**Driving Required:** Yes, As Required**PD Created:** 09/15/15**INTRODUCTION:**

This position is responsible for planning, coordinating, and management of the design and construction of the Hopi Emergency Medical Services (Hopi EMS) Westside Substation Project and assist in the administrative and technical duties in implementing the construction of this project.

The work consists of multiple functional responsibilities and duties requiring different and related/unrelated processes and methods regarding the management of construction operations. The work requires the incumbent to possess in-depth knowledge of the construction management techniques, architectural and engineering methods and processes. It may at times involve making decisions on controversial issues of great care and sensitivity to Tribal, Village and Federal concerns regarding the project, environment or culture.

The incumbent works under the general supervision of the Hopi EMS Director. The work is performed with considerable independence and latitude. The work is reviewed through periodic conferences, reports, establish timelines/deadlines, schedules and accomplishments of the Hopi EMS Westside Substation Project.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Develops and implements the planning design, construction design, prescribed time frames and funding parameters of the Hopi EMS Westside Substation Project; establish project goals and objectives.
2. Directs and manages administrative and construction operations of the Hopi EMS Westside Station Project which includes development planning process, project budget planning, administrative and fiscal management controls and contract administration.
3. Prepares a Hopi EMS Westside Substation budget along with the Director of Hopi EMS; prepares the construction contract pre-bid and bidding process; Review of bid proposals and make recommendations to award of final contract; conduct meetings with Director of Hopi EMS, Hopi Tribe, Kykotsmovi Village and the BIA as requested.
4. Prepares narrative, statistical and progress reports of all phases of the project and when requested by funding agency.
5. Collaborates with the Architect and other agencies to ensure professional quality and technical accuracy of the architectural documents, specifications and estimates; assures all documents and specifications meet all statutory and regulatory requirements/provisions.
6. Reviews analysis of all activities, costs and monitors expenditures, maintains registers and records of entries; prepares required financial reports; reviews and processes requisitions/purchase orders.
7. Consults with construction contractors and subcontractors to provide guidance on the Hopi Tribe TERO and Revenue Commission requirements, ensure project progresses on schedule, within funded budget and is in compliance with design, specifications and regulations.
8. Reviews status reports, modifies schedules or plans as required and prepares documents to change orders; reviews change order documents submitted by contractors/subcontractors for payment or administrative processing; consults with contractors/subcontractors to provide technical advice and to resolve any problems.
9. Reviews safety programs developed and recommended by contractor/subcontract; performs interval, pre-final and final inspections.
10. Meets regularly with the Director of Hopi EMS, Department of Public Safety & Emergency Services, Hopi Tribe, Kykotsmovi Village and BIA to provide status, progress and financial reports. Establish a Hopi EMS Westside Substation Leadership Team.
11. Performs other related duties as assigned and authorized to meet project goals and objectives.

PERSONAL CONTACTS:

Contacts may include Tribal, Village, State and Federal officials. Other contacts may be with Tribal employees, Tribal Council/Committees, contractors, consultants and the general public. Contacts are for the purpose of conducting official Hopi EMS Westside Substation Project business.

PHYSICAL EFFORTS & ENVIRONMENT:

Work is conducted in both the office and outdoor construction environment. On-site inspections require walking over rough, uneven terrain, long periods of standing and may involve moderate risks or discomforts which require special safety precautions and personal protective equipment/clothing. Travel on and off the Hopi Reservation is required, which require a valid Arizona Driver's License.

MINIMUM QUALIFICATIONS:**1. Required Education, Training and Experience:**

A. Education: Bachelor's Degree in Construction Management, Engineering or Architecture or closely related field;

AND

B. Experience: Six (6) years related work experience in the Construction of Commercial or Residential Projects, project management, building inspection, engineering;

OR

C. Any equivalent combination of education, training and experience which demonstrates the ability to perform the duties of this positions.

2. Required Knowledge, Skills and Abilities:**A. Knowledge**

- Considerable knowledge in construction management principles, practices and methods including project estimations, scheduling, monitoring and architectural design/planning.
- Knowledge in principles of building construction design/planning, specifications and contract documents, including civil, mechanical and electrical engineering.
- Knowledge of construction safety practices and procedures for a safe working environment. Good working knowledge of Tribal, State and Federal construction regulations and specifications.
- Knowledge in financial controls and cost estimating for construction and design.

B. Skills

- Good skills in written and all forms of communications for development of contacts, proposals and reports.
- Skills in the interpretation and application of Tribal, State and Federal regulations, policies and administrative procedures.
- Public relations skills to effectively communicate with the Tribal, Village, State and Federal agencies and the general public regarding the construction of the Hopi EMS Westside Substation.

C. Abilities

- Ability to plan, implement and accomplish duties in accordance with established objectives, priorities and timelines.
- Ability to analyze and interpret construction problems and work with the Hopi EMS Director and contractors to develop and implement solutions, including but not limited to construction design/planning, specifications, schedules/timeline and estimates/costs.
- Ability to write/prepare concise and professional reports.
- Ability to establish and maintain an effective professional working relationship with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.